

## Weekly Update

Week of May 1, 2017

**Subject:** Seats Are Still Available in the May 17 TM300 Leave Administration Class

**Audience:** Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers, FMLA Event Maintainers

There are still seats available in the TM300 Leave Administration class on May 17, 2017. The SCEIS Team encourages all Time and Leave Administrators and FMLA Event Maintainers to register for this class today! Note: This is the last scheduled TM300 class during the spring 2017 term. The next opportunity to take this class will not be until fall 2017.

Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: TM300 Leave Administration**

**Description:** This course provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, leave limits, holiday balances, generating absence quotas and general payroll data reporting. This course also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

**Target Audience:** Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer, Central HR Master Data Maintainer and HR FMLA Event Maintainer.

### **Pre-requisites:**

*The following item(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.*

- TM200 Time Administration (instructor-led course) **OR** TM200U Time Administration (online course) ([Click here for more information on TM200U](#)).

### **Class Date(s):**

#### **TM300 – May 17 – Spring 2017 Details**

**Class Date:** Wednesday, May 17, 2017

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (TM300) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).